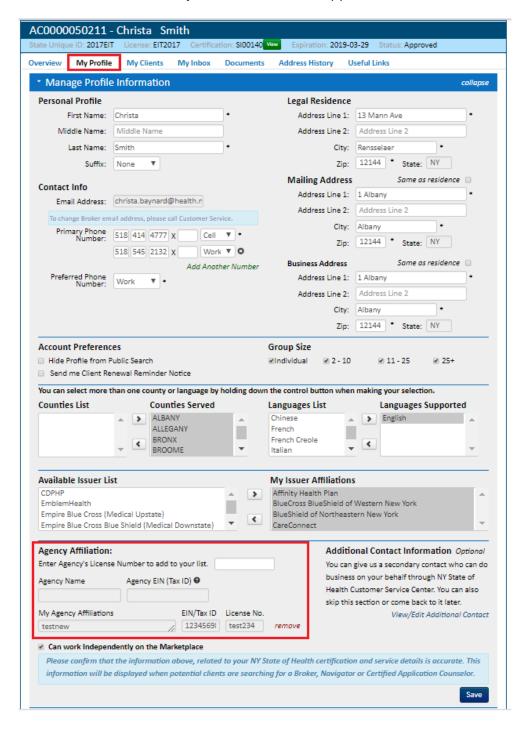
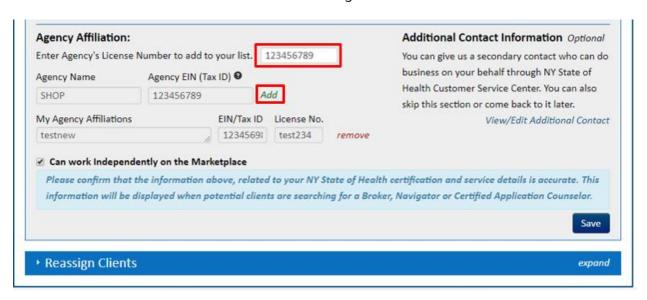
How to Add an Agency

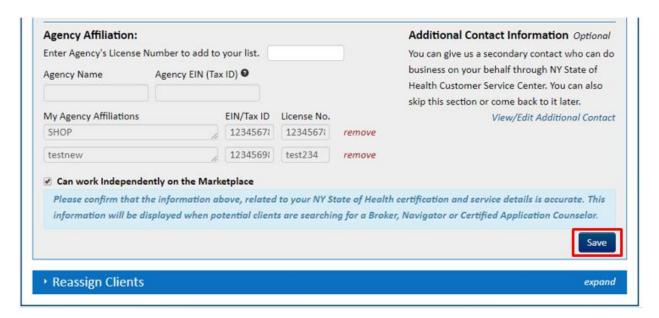
Broker's may have multiple agencies for which they submit business. In the NYSOH Broker Portal, adding a new Agency is easy. Simply sign in to the NYSOH Broker Portal. Once on the Overview screen, click the *My Profile* tab at the top of the screen. Once on the My Profile screen, scroll down to the bottom of the page. Under Agency Affiliation, all agencies that the Broker is already affiliated with will appear.



1. To add a new Agency Affiliation, enter the Agency License Number of the new Agency. Once added, the Agency Name and Agency EIN will populate. Verify the information is correct and then click the green *Add* link.



2. Once the green *Add* link is clicked, the new Agency will appear under **My Agency Affiliations** section.



3. Click the *Save* button once complete. The newly added Agency Affiliation will display under "My Agency Affiliations".